

**Job Title:** Marketing Creative Associate (\$50K)  
**Reports to:** Director of Marketing & Communications

We are seeking an exemplary, detail-oriented candidate who brings experience, skill, and passion to our Advancement & Donor Relations Department.

The Marketing Creative Associate is responsible for the management of communications and marketing activities for the Greater Houston Community Foundation ("GHCF"), working closely with all departments. This position is responsible for helping to raise the visibility of GHCF among its target audiences, to develop and implement identity and key message standards, and further GHCF's strategic vision to be "Houston's leader in philanthropic solutions." The Marketing Creative Associate reports to the Director of Marketing & Communications.

The Marketing Creative Associate provides excellent marketing and design support and continuous graphic content management for all customer facing collateral, web, and print. This position is capable of meeting tight deadlines, managing simultaneous projects and working with multiple project stakeholders.

The Marketing Creative Associate is responsible for the production of visual content associated with internal and external communications (reports, brochures, newsletters, social media, video, photos, etc.).

Interested parties should send a cover letter and resume to [hiring@ghcf.org](mailto: hiring@ghcf.org).

#### **Job Responsibilities:**

- Design and produce various communications and collateral materials, such as brochures, newsletters, presentations etc.
- Design and produce graphic content associated with social media and website.
- Support customer facing media and graphic content in alignment with brand standards.
- Work with event managers to design content relevant to event and maintain a schedule for executing design creation within a time frame (start to finish)
- Support visual efforts in collateral creation.
- Coordinate print needs associated with collateral materials, event signage, etc.
- Coordinate photography and video production
- Interface with stakeholders as it pertains to photography and videography. Shoot and edit photos and video footage as needed.

#### **Qualifications and Experience**

- Bachelor's degree in English, marketing or communications.
- Minimum of 3 years' experience in digital marketing, communications, graphic design, and/or nonprofit marketing fields.
- Proficiency in Adobe CC Suite (Illustrator, InDesign, Lightroom, PhotoShop, Premiere Pro (or other editing software)), and Microsoft Office suite.
- Experience using cameras and videography equipment.
- Illustrated knowledge of content marketing, social media marketing, email marketing, event marketing, and graphic design.
- Keen eye for design and details, and demonstrated ability to create written and visual content.
- Excellent project management/organizational skills and can effectively prioritize work and adjust to multiple demands.
- Demonstrates superb written and verbal communication skills.

- Good sense of self with demonstrated qualities of self-motivation, integrity, loyalty, discretion, and reliability.
- Entrepreneurial mindset with the ability to spot original branding opportunities.
- Confident, driven and dynamic team member.

**Physical Requirements**

- Ability to lift, carry, push, pull or otherwise move files up to 5 pounds frequently and up to 20 pounds occasionally
- Ability to stoop, kneel, crouch or reach frequently
- Ability to remain in a stationary position 85% of the time
- Ability to move about inside the office to access file cabinets, office machinery, etc. 15% of the time
- The person in this position constantly communicates with clients and must be able to exchange accurate information in these situations.

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*